

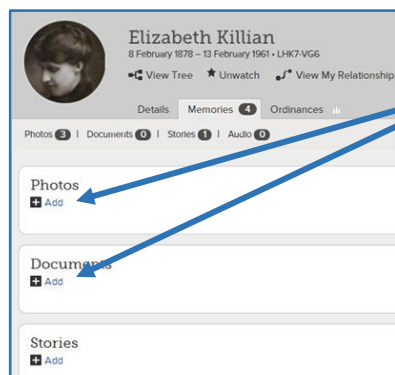
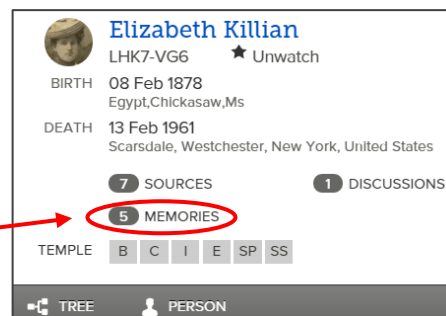
# PUTTING PHOTOS/DOCUMENTS as MEMORIES in FAMILYSEARCH FAMILY TREE

Family Search (FS) provides an excellent free online family history program called Family Tree (FT) where you can input and store the personal vital information, photos, document, stories, etc. of your ancestors. This handout uses clearly stated STEPS with associated images to show HOW TO UPLOAD/ADD PHOTOS AND DOCUMENTS IN FAMILY TREE.

*The first time you upload either a photo or document in FT, you will need to read and accept contract terms.*

## STEPS to “Upload/Add” a Photo or Document File:

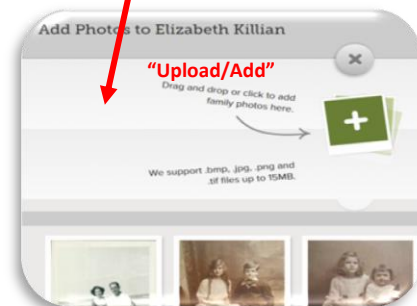
1. Go to **FamilySearch.org**, preferably using Chrome. Sign-in to Family Search (FS). In the Family Tree, find the Individual Person who is in the “PHOTO” or “DOCUMENT” **YOU HAVE BROUGHT WITH YOU** (.bmp, .jpg, .png or .tif format <15 MB). The process is the same for both photos or documents.
2. In the Summary Card, click on “**MEMORIES**” which takes you to the Memories tab in the individual’s page in Family Tree (FT).



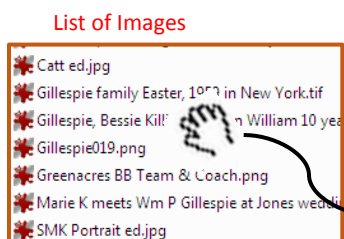
3. The top two boxes are for adding Photos and Documents. Clicking “**ADD**” in the appropriate box takes you to a divided window. The top section is for “**Uploading/Adding**” images and lists the kind and size of the photo/document accepted. The bottom section (below the thin gray line) is the “**Gallery**” for displaying images.

4. There are two ways to add an image (photo or document) in the top section:

a) The first way is to click on the . Locate the image file on your flash drive or computer and **DOUBLE CLICK** on it. Two green words will appear- first “**Uploading**” and then “**Completed**”. Then go to **Step 5**.



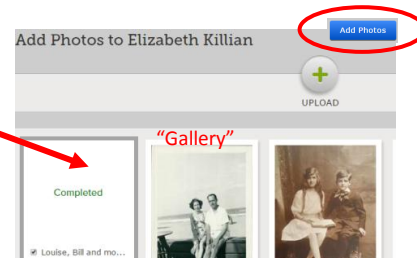
b) The second way is to “**Drag and Drop**” the image into the top section. With two windows open (the **List of Images** on your drive and the “**Upload/Add**” window on the screen), **DRAW** the desired image file from your list onto the “Add Photos...” window and **DROP** it when the window turns **green**. Then go to **Step 5**.



“Upload/Add” Section



5. When the image has been uploaded in the gallery, a “Completed” box, with a check in the corner, appears. Up in the right corner of the page, **YOU MUST CLICK ON** **TO ADD THE PHOTO**. Because the photo has been added through a selected person in Family Tree, it is automatically attached to him or her.



6. The newly added photo has a “Screening” band temporarily overlying it. All uploaded photos are examined for appropriateness before they are placed in the gallery.

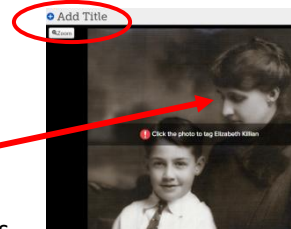
7. Now that the photo is attached to the person, it can be titled and tagged in the **Family Search Viewer Window**. To go to the FS Viewer Window, click on the image above or below the “Screening” band.


## STEPS to Title and Tag Photos and Documents:

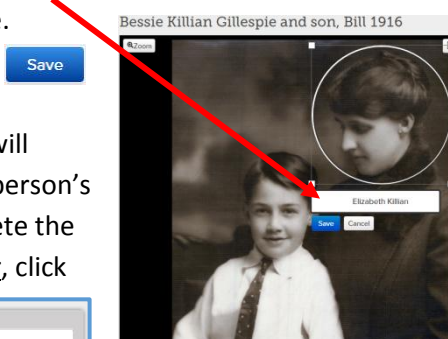
**Titles and Tags** for photos and documents differ in **title content** and **tag shape**. In the Title box you identify either the **Person's complete Name and Details of the photo** or the **Who, What, When and Where of the document**. The Tag shape for a photo is an oval or circle, and for a document it is a rectangle.

In the **Family Search Viewer Window** you can **Add/Edit a Title, Create/Edit/Remove Tag(s), Enlarge the Image (Zoom), and Attach Photo or Document to one or more individuals**.

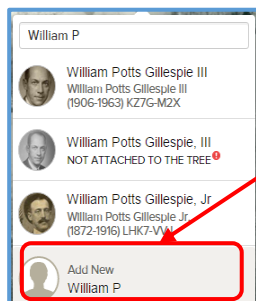
8. Above the image, click on **Add Title** and enter in a title for this photo.  
If a title already exists that you want to change, click on **Edit Title**.  
Then click **Save** to keep the title.



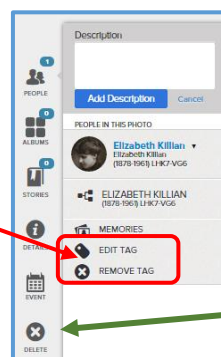
9. To tag your ancestor, click on the person's head and a tag circle or oval appears.
10. This circle can be resized by pulling any of the white corner squares either toward or away from the middle. When the cursor  is inside the circle, you can left click and move the circle. Naming the tagged person is automatic when the photo is added this way through a person's Memories page.  
To keep this circle tag and to tag another person in the photo, **YOU MUST CLICK** **Save**



11. Tagging another person in this photo is done the same way. But this time you will need to type in this person's name in the white rectangle. Then, if you see this person's name in a box that pops up, he/she is in Family Tree; to complete the tag, **click on that name**. If that person's name does not appear, click on the **"Add New"** box at the bottom.



12. To edit/remove a tag in either photos or documents, click on one of the drop down options to the right of the photo: **Edit Tag** or **Remove Tag**.



**A photo can also be detached by clicking DELETE.**

12. A document can also be added to a person in the Tree through Memories, but tagging is rarely needed.



**PUT DOCUMENTS THAT ESTABLISH THE DATE and PLACE OF BIRTH, MARRIAGE, AND DEATH UNDER SOURCES IN THE DETAILS PAGE**

**For Additional Help:** To learn more about working with photos and documents, 1- Google **"FamilySearch Family Tree Curriculum"**, select **"broadcast.ids.org/..."** then click on **Level Two** (Intermediate) and scroll down (about half way) to **Photos**. There are 14 "Hands-On Activities" and 6 "Short Videos". 2- Google **"Riverton Family Search Library"**. Under **Home** click on **Handouts & Guides**, then scroll down to **Library Quick Start Guides -- Family Tree** for the **"Adding Photos to Family Tree"** handout. Since FS Family Tree is improved regularly, you will want to view/refer to the most recent videos/handouts.